



United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240



September 28, 1988

PERSONNEL MANAGEMENT LETTER NO. 88-8 (511)

SUBJECT: Drug-Free Workplace Position Description and Performance Standards
Amendments

Reports Due: 10/17/88
10/31/88

As a continuing reinforcement to the Secretary's commitment to making the Department of the Interior a Drug-Free Workplace, it will be the responsibility of each manager to assure that the official position description (OF-8) and performance standards of all employees (career and noncareer/supervisory and nonsupervisory) who are involved in the conduct of programs which promote a drug-free environment be clearly documented with a statement which concisely expresses his/her role. This Letter is a supplement to the requirements established by PML Nos. 88-6 and 88-7.

The statements of responsibility in position descriptions will be factual, practical and achievable and they will be structured in consonance with compatible performance standards and elements. They will be fully made known and discussed with each employee whose position description is so annotated and there will be assurance of understanding of what is being stated and the reasons therefore.

The identification and documentation of appropriate position descriptions and performance standards will be completed no later than dates specified below. Bureau personnel officers will make the following reports in connection with this effort:

Certification by October 17, 1988, that all appropriate standards have been amended accordingly.

Final certification as to amendment of all position descriptions must be made no later than October 31, 1988.

INQUIRIES:

Classification: Bernice T. Struhs, Chief, Division of
Position Classification and Management, Telephone 343-4231,
Mail Stop 5230

Standards: David Northup, Chief, Division of Employee
Relations, Telephone 343-5284, Mail Stop 5230

For your reference, information, and use as appropriate, there follows a number of suggested statements for both position descriptions and performance standards which can be used or tailored to best fit individual situations. Please adapt this language as it refers to specific jobs to most accurately reflect the degree of responsibility or intensity of role assigned. All statements will be developed and assigned within the requirements of the President's Executive Order No. 12564, dated September 15, 1986, and FPM Letter 792-17, dated March 9, 1987.

Where a nonsupervisory employee is subject to a change in duties or performance standards or position description because of such employee's involvement in the conduct of programs which promote a drug-free environment, and the employee is a member of a collective bargaining unit, appropriate notice and an opportunity to express their views should be given to the certified representatives prior to implementation of the requirements of this Letter. If you have any questions on labor-management implications, please contact your Bureau Labor Relations Officer.

A handwritten signature in dark ink, appearing to read "M. G. A.", with a long horizontal flourish extending to the right.

Director of Personnel

Attachment

PERFORMANCE STANDARDS

Standards are to be based on major duties described in the position description and as a minimum describe the level of successful performance of the elements, for example:

Element: Implementation/administration of the drug-free workplace program in accordance with Executive Order 12564 and the Departmental plan.

Examples of Standards:

- In preparing and submitting evaluation reports, determines the extent to which drug-free workplace efforts meet the objectives of Executive Order 12564.
- Referrals of employees for counseling and rehabilitation are handled in a manner to preserve the employee's need for confidentiality as indicated by an absence of any valid employee complaints on the matter.
- Designations of positions as testing designated positions are confirmed quarterly through personal review of staffing charts and new position descriptions.
- Assures that drug program responsibilities are reflected in position descriptions and performance standards of employees supervised.
- New employees are given drug-free workplace orientation within ____ days of entry on duty regarding their personal responsibility to refrain from illegal drug usage.
- Organizes workload according to deadlines and gives priority to tasks in support of drug-free workplace program.
- In filling testing designated vacancies assures that candidates selected undergo drug screening before appointment.
- Press releases and public speeches prepared include appropriate mention of the Department's accomplishments in providing a drug-free workplace.

MAJOR DUTIES AND RESPONSIBILITIES
(OF-8 Position Description)

MANAGERIAL/SUPERVISORY:

Serve as role model in refraining from drug use and by keeping self drug-free.

Demonstrate knowledge of agency/employee assistance programs, procedures, and contacts.

Responsible for effective implementation and ongoing conduct of programs within assigned function.

Support management in all aspects of program implementation for a Departmentwide Drug-Free Workplace.

Complete supervisory training programs concerning substance abuse offered by the Department, OPM or other authorized entity.

Be aware and alert to the symptoms and signs of drug use.

Take timely and appropriate action to:

Work directly with employee on job related drug use issues.

Provide counsel/help or obtain appropriate counsel/help for employee. Maintain confidentiality within established channels.

Use forthright approach to performance appraisal and, if necessary, utilize appropriate adverse action procedures. Follow established procedures should employee refuse assistance or therapy.

Provide input to management planning for a substance-free work environment. Be supportive of positive change; encourage employee participation.

Orient workforce periodically about program policy and procedures, i.e., through circulating literature, holding meetings, arranging for workshops, etc.

Become familiar with resources which offer and foster counseling or referral of employees when drug related symptoms are indicated.

Establish and adhere to parameters for dealing with drug users; e.g., time off for treatment; sick leave; attendance expectations, etc.

NON-SUPERVISORY:

Be responsible for keeping self drug-free.

Demonstrate knowledge of agency drug abuse policy and procedures.